

Process Improvement Working Group Outbrief

CDM/ISEA Workshop

15 July 2004

Charleston, SC

Tom Peaco

Process Improvement Working Group

Action Item#- 011023-12

Action Source:

Date Due:

Complete

- NAVSEA Data Support Activity (NSDSA) compares CDMD-OA Type 2 and 4 records to TDMIS and provides a work-file of Type 3 Tech Manual records for CDM review and auto-processing into CDMD-OA
- Recommendation: At A-2 CDM (after ISC chgd J to P) notify NSDSA to provide Add file (1-2 week turnaround), CDM auto-process into CDMD-OA. CDM can optionally get Delete file (must be analyzed prior to deleting TMs). Requires LSD SN field to be cleaned up first. CDMs/SPMs can separately fund NSDSA to cleanup Delete file.

Process Improvement Working Group

Action Item#- 020405-02

Action Source:

Date Due: Fall 2004

- CDM has developed Generic Logistics Program to synthesize and apply Tech Manual, Manufacturer drawing number and preventative maintenance logistics information against appropriate configuration records in CDMD-OA. Process ensures annual review of all configuration records for proper logistics support
- Potentially good process, will address in this afternoon's CDM meeting to get other CDM's views then will readdress at next PIWG meeting.

Process Improvement Working Group

Action Item#- 020405-04

Action Source: CDM Assess. Date Due: Fall 2004

- A CDM maintains metrics of record counts by Expanded Ships Work Breakdown Structure (ESWBS) for comparison across ships of the class for identification of potential problem areas
- Reviewed multiple levels of review (ESWBS, HSC, HSC/RIC) and determined ESWBS level to be most beneficial. Documenting current AMSEC process. Will continue review at next PIWG meeting.

Process Improvement Working Group

Action Item#- 020405-09

Action Source: CDM Assess. Date Due: Fall 2004

- CDM has developed an on-line method for submission of OPNAV 4790/CK information
- Electronic form has been provided by USCG CDM. Form was reviewed and determined it should be made available for community use. In the process of making the instructions more generic (vice being USCG specific). Will finalize and post on the “work-around” web site.

Process Improvement Working Group

Action Item#- 020405-58

Action Source:

Date Due:

Ongoing

- CM Process Improvement Team should review all outstanding AUTOSIRS and Change Requests on a continuous basis.
- (Per Donna Johnson reviewed for applicability to PIWG only.) Reviewed all 82 outstanding enhancement autosirs in May and updated autosirs with results. Reviewed additional 7 this meeting. Most from both reviews are CPAR responsibility. Will continue to review at each PIWG meeting.

Process Improvement Working Group

Action Item#- 030710-06

Action Source: Proc. Imp. WG Date Due: Closed

- Determine ROI of establishing 2-way communication between SAS and CDMD-OA.
- Closed for PIWG on 2/26/04 at CDM/ISEA Team Leader meeting.

Process Improvement Working Group

Action Item#- 030710-11

Action Source: CDM/ISEA Conf. Date Due:

Closed

- Determine feasibility of incorporating an issue tracking database into the revised CDM/ISEA website.
- Closed for PIWG on 2/26/04 at CDM/ISEA Team Leader meeting.

Process Improvement Working Group

Action Item#- 031124-01

Action Source: CPAR 011024-21 Date Due:

Closed

- NSLC and SPAWAR to coordinate their mechanism for update and maintenance of Lookup Tables in OMMS NG (i.e. SEI, etc...)
 - Pam Smith took action at the JUN 03 CPAR to see if there is a notification process in place and to send P. Langlois the CDMD-OA validation/Edit Check tables.
 - There is no notification process in place for CDMD-OA. Recommend Process Improvement Team develop standardized process for formal notification to other interface systems when update to any of the edit/ validation tables (synchronization of tables). MMBU, CDMD-OA and NAVICP must have the same edit check tables. Change Control Board for NAVICP, NAVSUP, and NAVSEA.
- Closed for PIWG on 2/26/04 at CDM/ISEA Team Leader meeting - CPAR took back.

Process Improvement Working Group

Action Item#- 040213-01

Action Source: ISEA Assess. Date Due: Close

- CDSA maintains a Process Asset Library (PAL) on the command's intranet as a repository for documented repeatable procedures and CM directives.
- Working group feels this is a good idea. However, this is an individual command issue which can't be directed/enforced from this forum. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-02

Action Source: ISEA Assess. Date Due: Close

- CDSA, CSS, and PHD had a dedicated CM division/branch that supports multiple programs and facilitates command CM standardization efforts by the sharing of information between product lines. The owner of the command CM process was clearly identified at these activities
- There are benefits to both separate & integrated CM orgs at ISEAs. This issue is beyond the scope of PIWG as it is up to the individual commands to determine the best structure for their individual situations. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-03

Action Source: ISEA Assess. Date Due: Close

- NSWCDD CSS Panama City routinely updates CDMD-OA Source of Support (SOS) data
- PIWG feels this is a good practice with benefit to the community and encourages all ISEA to populate and maintain SOS information. PIWG feels there is no action for this working group. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-04

Action Source: ISEA Assess. Date Due: Close

- CDSA, NSWCDD CSS Panama City and NSWC PHD accomplish a comparison of local CSA data with CDMD-OA as an integral part of their alteration process.
- PIWG feels this is a good idea. However, this issue is beyond the scope/control of this working group as ISEAs work to their funding levels - those with funding do this, those without the funding can't. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-05

Action Source: CDM Assess. Date Due: Fall 2004

- The OHIO Class EFD structure (Equipment listed first, followed by the System) provides easy identification of equipment on the OPNAV 4790/2K.
- PIWG sees and concurs with the need to have the noun-name of the equipment appear within the first 20 characters of the EFD to aid the sailors in the identification of the equipment. PIWG is in the process of developing proposed EFD guidelines.

Process Improvement Working Group

Action Item#- 040213-06

Action Source: CDM Assess. Date Due: Close

- FTSCCLANT has developed several exemplary management tools in Microsoft Access to assist in financial management, budget formulation and execution, including, but not limited to, an Oracle Financial Management System (FMS), Task Control Number (TCN) system, Workload Tracking System (WTS), Planning Document (PLAD) and BWMS.
- Training team recommended not using this because of all the software and processes required.
- PIWG concurs with the Training Team. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-07

Action Source: CDM Assess. Date Due: Close

- FTSCLANT has a locally developed Microsoft Access program that manages employee training and IDP completion. This program also notifies managers when appropriate reviews have not been conducted.
- Training team recommended not using this because of all the software and processes required.
- PIWG concurs with the Training Team. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-08

Action Source: CDM Assess. Date Due: TBD

- Northrop Grumman Ships Systems (NGSS) has developed and are incorporating a Personnel Qualification System (PQS) to ensure all CDM analysts have the proper CM knowledge base prior to work assignment.
- Training team recommended approval. Posted on CDM/ISEA web site
- PIWG agrees there should be a standard approach. Recommend this be transferred to Bill Tucker to develop a standard.

Process Improvement Working Group

Action Item#- 040213-09

Action Source: CDM Assess. Date Due: Close

- The Hull Management System (HMS) is used by the NGSS and Bath Iron Works (BIW) PY and CDM as a primary repository and a single source of information for SHIPALT information. The value of a system of this type is recognized in today's business perspective.
- PIWG feels this is a good idea. However, this is an individual command issue which can't be directed/enforced from this forum. Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-10

Action Source: CDM Assess. Date Due: TBD

- NGSS has developed several exemplary management tools in Access to assist in gathering/management of documents/information; development of products; and the identification, tracking and completion/resolution of required actions, adverse trends, deficiencies and other indicators of required management attention. These programs include, but are not limited to, the COP Tracking system (CTS), Ship Condition Report, Critical File Report, Scheduling & Planning Information Tracker System, and Incoming Documentation Tracking System.
- PIWG recommends a small, focused group address this & all other metrics issues (new working group?).

Process Improvement Working Group

Action Item#- 040213-11

Action Source: CDM Assess. Date Due: Close

- NGSS has developed a set of standard work file naming conventions to facilitate effective prioritization of work.
- The Roles and Responsibilities committee is already working this issue. Recommend this item be closed.

Process Improvement Working Group

Action Item#- 040213-12

Action Source: CDM Assess. Date Due: Close

- NGSS has developed an internal report for tracking delinquent ISEA COP submissions.
- PIWG feels this is a good idea. However, this is an individual command issue which can't be directed/enforced from this forum.
Recommend this be closed. (CDMs can contact Darlene Robertson at NGSS for more information if desired.)

Process Improvement Working Group

Action Item#- 040213-13

Action Source: CDM Assess. Date Due: Close

- During condition IV, a complete backup is made and express mailed to NSLC Pacific along with the NSLC FSO JAX CDM Server Emergency Repair Disk and DAC960 configuration disks.
- PIWG believes this is OBE due to all servers moving to California. Recommend this action item be closed.

Process Improvement Working Group

Action Item#- 040213-14

Action Source: CDM Assess. Date Due: Close

- NSLC FSO JAX is currently developing an internal application that will track their time and cost allocation to the task level.
- PIWG feels this is a good idea. However, this is an individual command issue which can't be directed/enforced from this forum.
Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-15

Action Source: CDM Assess. Date Due: Close

- The NSWCD D CDM uses an internally developed tracking system, Project Time Tracking System, to manage CDM resources.
- PIWG feels this is a good idea. However, this is an individual command issue which can't be directed/enforced from this forum.
Recommend this be closed.

Process Improvement Working Group

Action Item#- 040213-16

Action Source: CDM Assess. Date Due: TBD

- The NSW CDD CDM has developed a Mentoring Training Process that all new CDMs must complete prior to being assigned CDM responsibilities
- PIWG agrees there should be a standard approach. Recommend this be transferred to Bill Tucker to develop a standard.

New Action Items

Process Improvement Working Group

Action Item#- PIWG040715-01

Action Source: PIWG

Date Due:

Complete

- Need a web site where all “work-arounds” are documented until such time as they can be incorporated into the appropriate official document or until such time whatever is “broken” is fixed.
- PIWG recommends a central POC (PIWG Team Lead) receive all proposed work-arounds. If not easily resolved, POC posts to the CDM/ISEA discussion area for comments by PIWG. If consensus is reached & NAVSEA 04L5 concurs, POC will post to CDM/ISEA web-site (new area for work-arounds). If no consensus will address at next PIWG meeting.

Process Improvement Working Group

Action Item#- PIWG040715-02

Action Source: Audit RCA

Date Due: Fall

2004

- The Root Cause Analysis of the SCLSIS Audit results indicates there is a problem with Parent/Child records in CDMD-OA (parents being deleted but not the children, parents being added without the children).
- PIWG reviewed data elements (Par RIC, Par SN, NHA, NHA RIN, EIC, HSC), none seemed to provide a complete solution to ensure Parent/Child records are not overlooked when adding/deleting records in CDMD-OA. Additional investigation will be done and discussed at the next PIWG meeting.

Process Improvement Working Group

Action Item#- PIWG040715-03

Action Source: Audit RCA

Date Due:

Complete

- The Root Cause Analysis of the SCLSIS Audit results indicates there is a problem with factory installed Alterations. These alterations are not being reported with the installation of the equipment in CDMD-OA. This is amplified by the label plates not always reflecting the factory installed alterations.
- This is an ISEA responsibility. ISEAs need to supply this information to the CDM when supplying installation data. The requirement to update label plates exists. These requirements need enforcing.

Process Improvement Working Group

Action Item#- PIWG040715-04

Action Source: XRIC Committee Date Due:

- Request Process improvement team update Configuration worthiness guidelines in the SCLSIS Tech Spec and other CM guidance based on today's requirements for data visibility.

Process Improvement Working Group

Action Item#- PIWG040715-05

Action Source: XRIC Committee Date Due:

- Request Process improvement team review the need for a pointer RIC to show the location of equipment not located in standard HM&E COSAL. (i.e., Q-COSAL)

Process Improvement Working Group

Action Item#- PIWG040715-06

Action Source: XRIC Committee Date Due:

- Process Improvement Team-Add Authority to use EIN field in CDMD-OA (NSN for amplifying data on XSUPPORT Item (HM&E)

Process Improvement Working Group

Action Item#- PIWG040715-07

Action Source:

Date Due:

- Electronic CKs-Coast Guard has developed an on-line method for submission of CKs. Activities without some form of automated OMMS can benefit from this capability. (Training Activities). Process Improvement Team to review the Coast Guard developed electronic CKs as a possible means to be used by the activities without automated OMMS.